



TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE

TO: Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies
Director, Office of Public Health Practice

FROM: Barbara Keir, Director (Original Signed)
Division of Public Health Nutrition and Education
Bureau of Nutrition Services

DATE: September 27, 2002

SUBJECT: FY 2003 Funding for Registered Dietitians

The State Agency will again be making funds available in FY 2003 so that local agencies can acquire or continue to receive the services of registered dietitians (RD). A number of agencies have successfully used the RD funds that were available in FY 2001 and FY2002, so we are pleased to offer these funds again. **As of October 1, 2002, all local agencies will be required to have an RD on staff or on contract (WIC policy GA:14.0).** Funds are limited and will be reserved for local agencies with the greatest need. All local agencies who wish to apply for this funding must complete the attached form and return it no later than **Friday, October 4, 2002. If your agency does not have an RD on staff or on contract, then we highly recommend that you apply for this funding.**

Some duties RDs can be expected to perform in your local agency are:

- Assisting with the quality assurance program (e.g., ongoing evaluation of individual counseling, nutrition education classes, clinical procedures, etc.)
- Providing staff training on nutrition-related topics and nutrition assessment procedures
- Assisting with your local agency's WIC Certification Specialist Program
- Assisting with completion and implementation of the Nutrition Education and Breastfeeding Plan (NE/BF)
- Providing high risk individual counseling
- Conducting facilitated discussion nutrition education classes
- Consultation regarding the appropriate issuance for special formulas

Some duties that should not be expected of consultant RDs are:

- Certifying participants on a regular basis
- Supervising clinic staff

Some local agencies have had difficulty acquiring RDs in their geographic areas, so you need to start advertising and networking as soon as possible if you are interested in applying for this funding. Consider collaborating with other local agencies in your area to find one RD who might be interested in multiple WIC contracts.

You must follow WIC policy AC:16.0 (effective 10/01/2002), when securing the services of an RD consultant. Send your RD contract to Debbie Brookshire at the State Agency for prior approval.

If you have questions or require additional information regarding RD consultant funding, please contact Ms. Shellie Shores, Nutrition Education Consultant, Bureau of Nutrition Services, at (512) 458-7111, extension 3463 or shellie.shores@tdh.state.tx.us, or Ms. Mary Van Eck, Nutrition Education Coordinator, Bureau of Nutrition Services, at (512) 458-7111, extension 3484 or mary.vaneck@tdh.state.tx.us. Questions concerning accounting or contracts should be directed to Ms. Debbie Brookshire, Director, Provider Relations Division, Bureau of Nutrition Services, at (512) 458-7111, extension 3454 or debbie.brookshire@tdh.state.tx.us.

Attachment

Request for Registered Dietitian (RD) Consultant Funding FY 2003

Local Agency # _____ Local Agency Name: _____

Local Agency Contact Person: _____ (_____) _____
Area Code Telephone No.

1. Will your local agency apply for Registered Dietitian (RD) consultant funding for fiscal year 2003?

? Yes ? No

2. How much funding do you anticipate you will need for an RD consultant for October 1, 2002 through September 30, 2003?

Amount requested: \$ _____

3. If you already have an RD on contract, please answer:

? What is his/her name? _____

? What hourly rate do you pay your RD? \$ _____

? How many hours/month does your RD work for your agency? _____

4. If you know an RD who is interested in consulting with a local WIC agency, please provide the following information:

? Has this person ever worked in WIC? ? Yes ? No

? Is she/he willing to travel to other areas of the state? ? Yes ? No

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: (_____) _____

Email address: _____

Please fax this completed form by **Friday, October 4, 2002 to:**

**Shellie Shores, Nutrition Education Consultant
Bureau of Nutrition Services
Fax (512) 458-7609**

